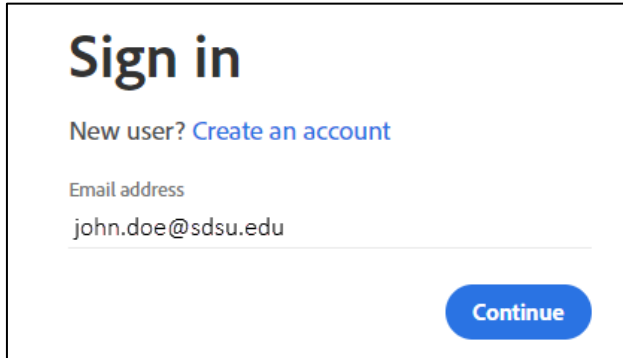


SDSU/UCSD JDP Forms Using Adobe Sign

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Logging into Adobe Sign

1. Navigate to <https://sandiegostate.na1.documents.adobe.com>
2. Type your SDSU ID (email address) into the Sign In screen



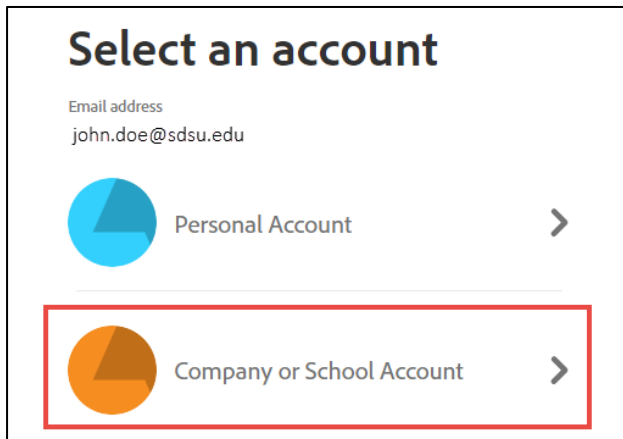
Sign in

New user? [Create an account](#)

Email address
john.doe@sdsu.edu


[Continue](#)


3. Select "Company or School Account"



Select an account

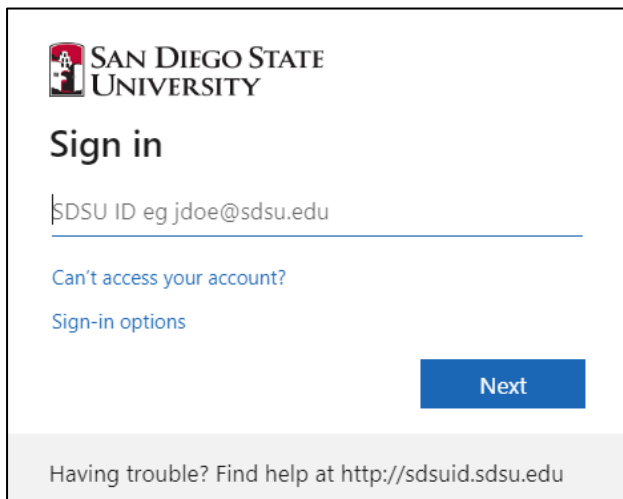
Email address
john.doe@sdsu.edu


 Personal Account >

 Company or School Account >

Note: If you are not signed in with Single Sign On (SSO), you will be redirected to sign in using your SDSU ID. If you are already signed in, skip to next section.

4. Log in using your SDSU ID and password



 SAN DIEGO STATE UNIVERSITY

Sign in

SDSU ID eg jdoe@sdsu.edu

[Can't access your account?](#)

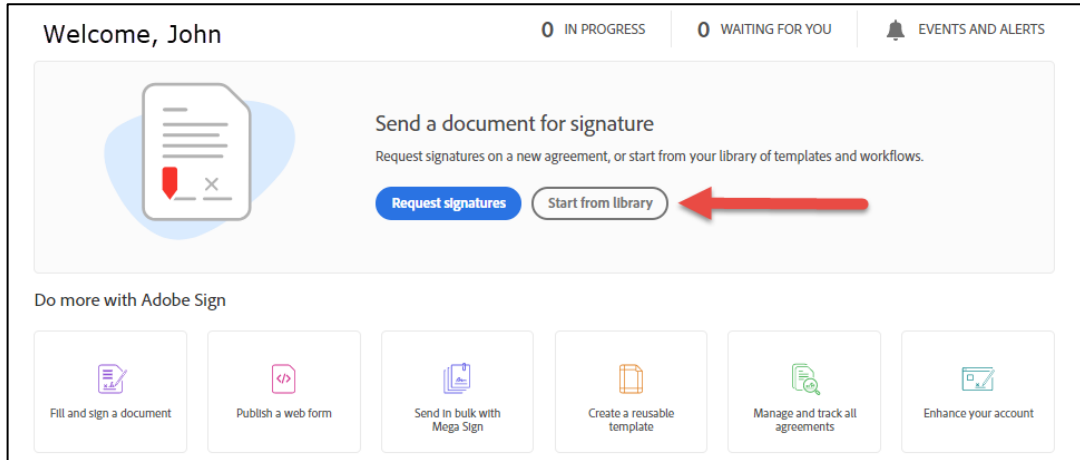
[Sign-in options](#)

[Next](#)

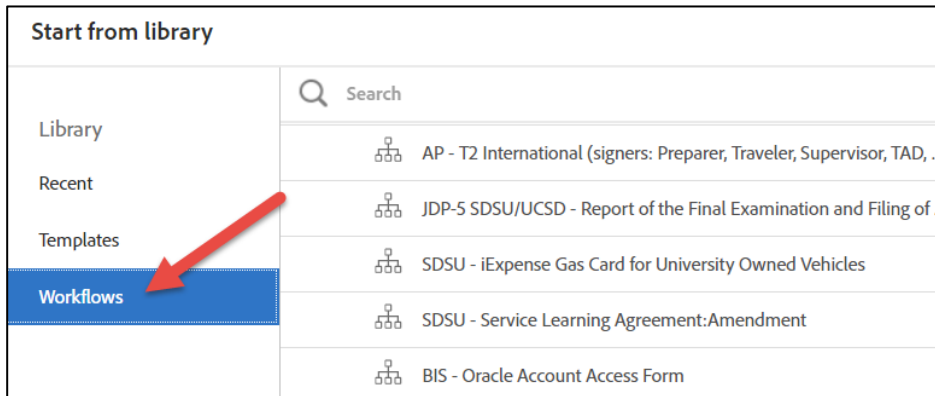
Having trouble? Find help at <http://sdsuid.sdsu.edu>

Initiating a Workflow

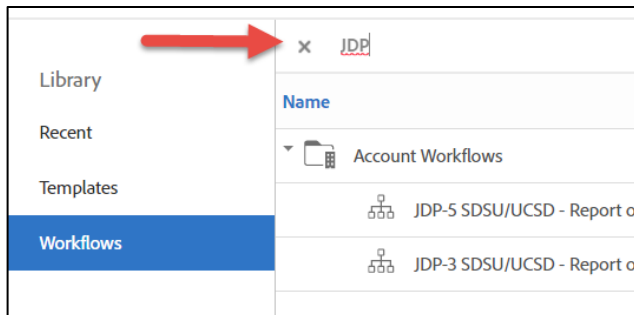
1. Access Adobe Sign by navigating to <https://sandiegostate.na1.documents.adobe.com/account/home>
2. Click on **Start from library**.



3. Click on **Workflows**



4. Locate the JDP Workflows by scrolling or searching.



5. Select your desired form and click **Start**.

6. Enter the email addresses for all relevant individuals.



This will vary based on the form, but may include the student, the thesis chair, thesis committee members, and the SDSU and UCSD program co-directors. SDSU Graduate Affairs and UCSD Graduate Division are pre-programmed, and cannot be changed. Use the cc field to add any additional individuals who should be notified.

JDP-5 SDSU/UCSD - Report of the Final Examination and Filing of the Dissertation



How this workflow works?
This workflow should be initiated by the Program Coordinator. Please complete the required fields and enter the email addresses for the Committee Chair, Co-Chair (if applicable), all committee members, SDSU Co-Director, and UCSD Co-Director.

Recipients ?



Program Coordinator *

  Email



Chair *

  Email

Co-Chair

  Email

Member 1

  Email

7. Ensure you have completed all relevant fields.

Note: You will have the option to change the Document Name and Message that will be shown to document signers.

When ready, click **Send**.

Document Name *

Message *

Files

JDP Form 5 - SDSU/UCSD"/>

8. Complete required fields on the form

JDP - Form 5 - SDSU/UCSD

<p>Graduate Division University of California San Diego La Jolla, California 92093</p>	<p>Graduate Affairs San Diego State University San Diego, California 92182</p>
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Joint Doctoral Program

**REPORT OF THE FINAL EXAMINATION AND FILING OF THE DISSERTATION FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY IN** * Select...

STUDENT INFORMATION

* <input style="width: 80%;" type="text"/>	* <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	* <input style="width: 80%;" type="text"/>	* <input style="width: 80%;" type="text"/>
Last	First	Middle	SDSU Red ID	UC San Diego PID

Name as it is to appear on the diploma: *

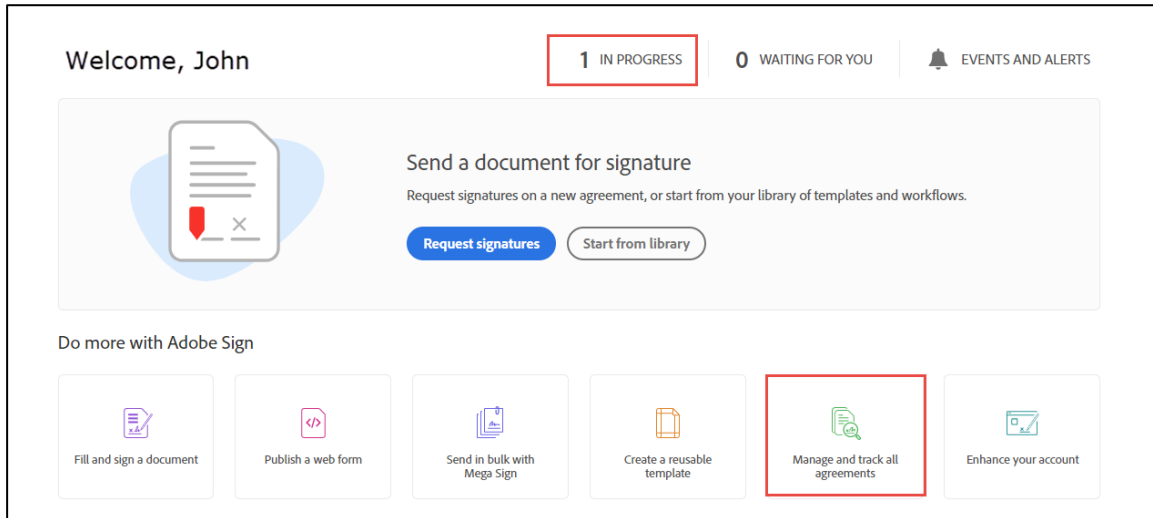
Mailing address for diploma: * * * *

Number and Street	City	State	Zip
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9. Submit form. The form will now be routed to all relevant parties.

Managing Active Forms

1. From the Home page, click on **# in Progress** in the top bar, or click **Manage and track all agreements**.

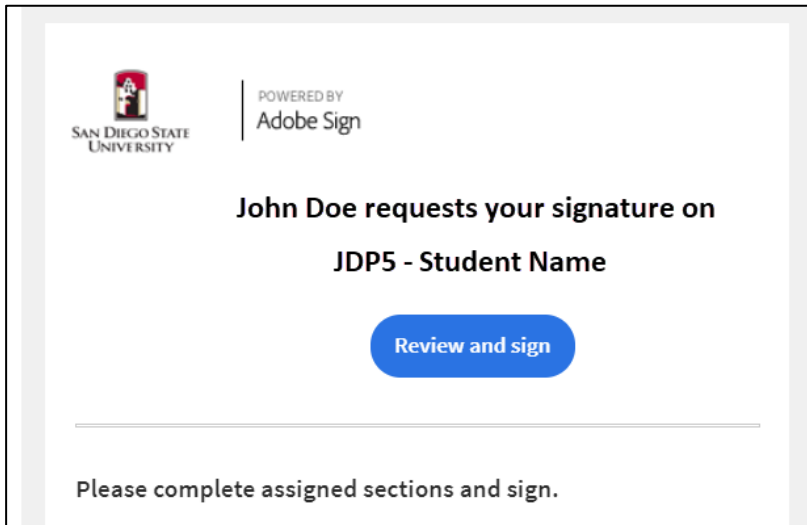


2. You can perform a variety of tasks, including: Send reminders, Cancel, Download PDF, Download an Audit Report, Hide the Agreement, and check the status of each required signature.



Signing a Form

1. Designated document signers will receive an email with a link to the document.



2. The recipient will be guided through the required fields on the form

The members of the Doctoral Committee report on the candidate's final examination:

Committee Member	Signature	Approval for Degree
Chair	*Click here to sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
Co-Chair (if applicable)		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

The final examination and dissertation are *unanimously* / *not unanimously* approved, and the candidate is *recommended* / *not recommended* for the award of the degree of Doctor of Philosophy in: *Select... in the Department/Group of * as of *.

Dissertation Title: *

3. Signature can be added by typing, drawing, or inserting a signature saved in their account.

